

Rhode Island Emergency Management Agency

Interoperable Communications Meeting

Tuesday, December 3, 2013

In Attendance:

Members:

Executive Director of RIEMA – Jamia McDonald
RI National Guard – Chris Callahan
Fire Chiefs Association – Not Present
Police Chiefs Association - Sid Wordell
Lifespan – David Schnell
Prov. Communications - Joseph DelGuidice
RI State Police – Thomas Crotty
RISCON North - Ralph Nahigian
RISCON South – Not Present
Dept. of Environmental Mgt -Frank Floor
Department of Transportation – Not Present
Dept of Health – Not Present
Hospital Assoc. of RI (HARI) – Dawn Lewis
RIPTA - Jamie Pereira
RI Dept of Corrections - Gina Caruolo
RI Bridge & Turnpike Authority – Not Present
E-911 - Greg Scungio
DOIT - Jack Landers
Narragansett Indian Tribe – Not Present
Rep. of RIEMA - Brian Glancy
SWIC - Thom Guertin

Guests:

E-911 1- Norma Sousa
RIEMA Operations - John Washburn
Motorola Solutions - Brian Swann
Motorola Solutions – Ron Provost
RIEMA - Tom Guthlein
RIEMA - Melinda Hopkins
RIEMA Comms - Gil Woodside
RIEMA Comms - Alex Potts
RIEMA Comms – Ed Shottek
NK Fire Dept – Scott Lessard
Harris Corporation – Steve Vowels

Meeting called to order at 10:04 AM and reviewing minutes, roll call was done, there was a quorum. There were a couple of edits in the prior minutes; page 3: Training and Education Subcommittee members names needed to be added. Jamie Pereira (RIPTA) made a motion to approve as edited, seconded by Jack Landers (DOIT), motion approved.

Progress Report - Tom Guthlein (RIEMA)

The SCIP PowerPoint from last meeting was forwarded to everyone. The development plan on the Standard Operating Procedure (SOP) tracking system has been forwarded to the Executive Director, and also sent out a glossary of terms/acronyms, which will be resent with edits/additions that were received.

The second part of SCIP will be sent out today along with fifth set of SOPs, and a clean copy of fourth set. These are living documents; you can change but remember it is the state we want to get to.

Jamia McDonald (Exec. Director RIEMA) had a couple of points. People have been asking why we have not formally promulgated the SOPs. Gil Woodside (RIEMA) has been getting calls on lost radios; he can go on

the system and kill the radios. We are taking a proactive approach. There are part-time users that want to come on full time, and we are using the SOPs. Jack Landers (DoIT) asked about missing radios and the possibility of doing a system test, to determine how many are active? Is that in the plan? Gil Woodside (RIEMA) stated that he is getting reports of lost/stolen radios and will whittle it down to what is out there. In the spring we hope to do a full system test, but it may be difficult to do. Is it practical once the terminal is installed, will it give the ability? Jamia McDonald (Exec. Director RIEMA) said that there is no current plan but we will be able to facilitate it easier once we get the terminal in the Emergency Operations Center (EOC). Gina Caruolo (RIDOC) said that once it's in the SOP's or SCIP, once they are all in place than develop an audit process by creating an audit tool, it will bring things up to speed before we get the audit done. Jamia McDonald (Exec. Director RIEMA) stated that we are aiming for a January conclusion of the SOP's; we will look at 90-120 day out at next meeting so we can contemplate next moves. John Washburn (RIMA) said that we already started an audit tool, we took the SOP to health and are physically going through that. We will use January as a base date to discuss it more in detail.

A question was posed on how the committee will get the SCIP out to the agencies, Tom Guthlein (RIEMA) said that there will be a grace period to take SCIP back to their respective agencies and see if they are ok with it. He will make a work plan for everyone so it will bring us out 8 months and put blocks of time.

Dave Schnell (Lifespan) had a policy question on the emergency buttons, can they get un-programmed? Tom Guthlein (RIEMA) stated that it was already in the SOP's, but it has to be a request from the agency and we cannot just take it away.

New Business

Subcommittee Reports

Technical Subcommittee – Brian Glancy

The Technical Subcommittee met on the November 25th and took a long hard look at the Motorola contract, they want to understand, and measure the contract. Want to be sure that the state is getting its money's worth. Lengthy discussion on the piece of equipment that RIEMA is buying and would like to see it in action, on December 5 Motorola has a webinar demonstration on a similar tool. Providence communications has the same one, and they will do a demo on what RIEMA is getting.

There are multiple Master Price Agreements (MPAs) that are set to expire, can the Technical Committee figure out which MPAs the state purchases equipment from. On the existing MPA's the 2004-05 pricing was all over, DoIT and former Director Smith looked around and there were states that had a contract with Motorola. It is called the Western States Communication Agreement (WSCA). It was very aggressive. All of the MPAs are based on the WSCA pricing, to the best of knowledge. Jack Landers (RIDoIT) said that one major MPA expiring, MPA 308, services MPA, covers broadband to any service we are looking to pursue is in legal now. Jack Landers (RIDoIT) will take a look at it email to Tom Guthlein (RIEMA) and John Washburn (RIEMA) and also Brian Glancy (Technical Subcommittee Chair) do the SOP's change the nature of our buying habits? Most, if not all MPA's, cities and towns are able to use, but they don't always.

Budget and Capital Subcommittee - Chief Wordell

Nothing new to report

Compliance & Customer Service - Sam Adams

No report, Sam Adams (health) out sick today.

Training & Education Subcommittee - Assistant Chief McLaughlin

Chief McLaughlin (Fire Chiefs Assoc.) was not available so David Schnell (Lifespan) reported out. The subcommittee met on November 17th, they have good inroads with both fire and police academies and moving lesson plans together. The ones who don't use it as much such as, hospitals, schools, Red Cross, we will be conducting training at Miriam. We also need to look into exercises and drills.

Jack Landers (RIDoIT) asked if a cheat sheet type of card can be created. Tell each individual municipality to develop. Providence has a Z-card with their info on it. The keys cannot be standardized across the board; each agency has a different use, so each municipality would have to develop their own Z-card. Tom Guthlein (RIEMA) stated that the ICC is working on developing a Field Operations Guide (FOG) that will have the information needed in it. The next meeting is December 17th.

Policy Subcommittee - Colonel Callahan

Colonel Callahan (RING) reported that the policy subcommittee met briefly after last ICC meeting, they are still recruiting. He stated that the subcommittee lies dormant until they can assist in development of a policy to help sustain what you are trying to drive at, administrative. Colonel Callahan (RING) will communicate with the other subcommittee chairs to see if they need assistance.

Review Requests for Users on RISCON

Woonsocket part time user going to full time user on RISCON

Gil Woodside (RIEMA) met with Chief Walsh from Woonsocket Fire, they went over coverage maps, did everything by the SOP's, Woonsocket met all the criteria. We are not responsible for coverage problems; they have all the radios they need. Woonsocket police is already on 800 Mhz all the time. There will be no extra burden on system, most are already on there. Went through every point on new user agreement, met all. They know all their radios and serial numbers. Frank Floor (DEM) has already done the same with his fleet. They did all they were required to do. Jack Landers (RIDoIT) asked what the difference between part time and full time user. A full time user means they are using it within the community

New user agreement is for someone who has not been on the system. It outlines Rules and regulations that states what the relationship is and what the burden on the system is. Chief Walsh agreed that he is keeping vhf as a redundant system. They have to have a redundant system per the user agreement.

Jamia McDonald (Exec. Director RIEMA) stated that she doesn't want to come to the body to put people on the system. Right now we have a moratorium. I would like a motion to waive the moratorium. Ralph Nahigian (RISCON North) made a motion to waive the moratorium and allow Woonsocket on the system.

The motion was seconded by Colonel Callahan (RING). David Schnell (Lifespan) asked if it is just police and fire coming on the system and Gil Woodside (RIEMA) stated that it is just Woonsocket Fire, Police is already on 800 Mhz. Jack Landers (RIDoIT) asked if there would be a capacity issue with the expansion of current user. It was stated that they are essentially a full time user so there is no capacity issue at this time. All approved, motion passed.

Sid Wordell (Police Chiefs Assoc.) asked how can we be sure the inventory that they say they have is what they are supposed to have and how realistic is it that Woonsocket doesn't have more radios. Gil Woodside (RIEMA) said that they have to be allowed on the system, the serial number needs to be programmed in to work. The question was raised can duplicate radio ids continue to happen? We are working on that now, once the terminal is installed it will be better monitored. Department of Environmental Management has an excel spreadsheet with all serial number's so he has 100% accountability. If one cannot be located, it can be requested that it be stunned and they will have to come to us to fix it. If we send a template and asking users to send us their ID lists, they should start producing that, it is a pre-audit item. The user agreement draws the baseline.

New Items or Topics

Jamia McDonald (Exec. Director RIEMA) talked about RICOP (common operating picture, cameras) and would like to suggest a separate subcommittee for that process, not a lot of administrative protocols. City of Providence, DEM and Fusion have access now. She recommends that Frank Floor (DEM) be the chair of this because he has been using it the most. There are a couple of vendors we have been working with. Jack Landers (RIDoIT) made a motion to put Frank Floor (DEM) the Chairperson of the RICOP Subcommittee; Sid Wordell (Police Chiefs Assoc.) seconded the motion. Motion carries.

Ralph Nahigian (RISCON North) stated that CCRI and the use of their emergency buttons on their radios are hurting the system, they need to get it off of wide area 1, someone pushes the emergency button when there is no actual emergency and it goes out to all on the Talk Group. We need to meet with them and come up with training for them. Is there a way to find out who is acknowledging them, and shutting it off? Motorola stated that they can find out who is acknowledging it. Anyone with a 7500 emergency console, can kill it. Training subcommittee should be at the meeting with CCRI. Once we get that info from Motorola. Schedule a meeting. Follow up with CCRI and come up with solution.

Jack Landers made a motion to adjourn, seconded by Colonel Callahan (RING). Meeting adjourned at 11:06am (RIDoIT).

Next Meeting, Monday, January 6, 2014 at 10:00 AM